

Official Record Copy
Office of Personnel

OP MEMORANDUM NO. 20-61-16

28 February 1984

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: The Agency Civilian Reserve Program

REFERENCE: Establishment of the Agency Civilian Reserve Program

STAT

1. GENERAL. This memorandum outlines the purpose and composition of the Agency Civilian Reserve Program (ACRP), and establishes procedures for the formation and maintenance of an inactive cadre. Chief, Contract and Allowances Division (CAD) has been delegated primary responsibility for the administration of this program.

2. PURPOSE AND COMPOSITION. The ACRP is designed to help meet the personnel needs of the Agency in the event of a national emergency or other critical augmentation requirements. It consists of an active cadre, composed of Agency retirees currently serving with the Agency in a contractual capacity, and an inactive cadre, composed of selected Agency retirees who retired on or after 3 January 1984, and who are not otherwise reemployed by the Agency. Members of the inactive cadre will be available to meet future surge requirements in the event of a national emergency or short-term crisis.

3. PROCEDURES.

a. Prospective Retirees.

(1) Retirement Affairs Division (RAD) will forward to Heads of Career Services, or their designated sole senior subordinates, lists of prospective retirees with instructions that they indicate on these lists those individuals the Career Service (CS) wants included in the inactive cadre. In general, those selected should possess skills, experience or knowledge that may be needed by the Agency in the future as determined by the responsible CS.

(2) CS designees will review the information and return a copy of the listing(s) indicating their service's desire to have individuals included in the inactive cadre.

OPM NO. 20-61-16

(3) RAD will forward copies of the annotated lists to OP/SAS, OP/CAD, and to OMS and OS designees for an indication that an objection does or does not exist to the participation in the inactive cadre of any of the individuals designated.

(4) Upon receipt of SAS, OMS and OS concurrences, CAD will advise CS designees of the names of individuals who may be contacted regarding membership in the inactive cadre.

(5) Responsible component officers will contact prospective members to explain the program (including the benefits available to members and their obligations) and to obtain a decision from these individuals on whether or not they are interested in becoming members of the inactive cadre.

(6) Responsible component officers will prepare a Form 204, Contract Information Check List, on those individuals who have indicated their interest in becoming members of the inactive cadre. The completed form will be forwarded to CAD.

(7) CAD will prepare the necessary contracts and forward them to the CS representatives.

(8) Responsible component officers will recontact prospective members to obtain a signed contract from those individuals who agree to participate in the program.

(9) Responsible component officers will complete a Form 1152, Request for Personnel Action, on those individuals who signed a contract and include in the remarks section of the form the following statement: "Selected for Agency Civilian Reserve Program based on the following skills, experience or knowledge: (e.g., expert in the use of small arms, 10 years experience in maritime operations, knowledge of international student, youth and labor organizations)." The forms and signed contracts will be forwarded to CAD for execution and processing.

b. Recent Retirees. The procedures for the selection of recent retirees (on or after 3 January 1984) for membership in the inactive cadre are nearly the same as the procedures listed in paragraph a. above. The only exception is the procedure stated in paragraph a. (4); namely, upon receipt of SAS, OMS and OS concurrences, CAD will advise the CS designees of the names, addresses and telephone numbers of those individuals who should be contacted regarding membership in the inactive cadre.

c. Contact with Members of the Inactive Cadre. CAD will maintain contact with members of the inactive cadre by whatever means is appropriate with at least one contact in each six months.

OPM NO. 20-61-16

4. INTER-CADRE TRANSFERS. Information on transfers between the active and inactive cadres, including call-up procedures, will be published separately.

5. QUESTIONS AND ANSWERS. Many of the questions already asked on this subject have been addressed in the attachment to this memorandum which is provided for the information of OPM recipients.



Robert W. Magee
Director of Personnel

OPM 4-84

STAT

Attachment

ATTACHMENT

OPM NO. 20-61- 16

Official Record Copy
Office of Personnel

The Agency Civilian Reserve Program

The following questions and answers are designed to help recipients of this OPM to better understand this program.

- Question 1. What will be the legal status of those who are selected to become members of the inactive cadre?
Answer: Their status will be that of an Independent Contractor.
- Question 2. Will disability retirees be excluded from participation in this program?
Answer: Yes, but only while disabled. If recovered within three years of retirement, an individual may be considered.
- Question 3. Will annuitants who are also military reservists be excluded from participation in this program?
Answer: No, but a military call-up would take precedence over an Agency call-up.
- Question 4. What will be the term of the contract?
Answer: One year.
- Question 5. Can the contract be extended?
Answer: The contract may be extended for a second and third year with the member's consent upon notice by the Agency.
- Question 6. What services will be required of members of the inactive cadre?
Answer: Members of the inactive cadre will agree to:
- a. be available, as needed, for call-up on active duty at the discretion of the Director for an initial period of time not to exceed 60 days to perform specific assigned tasks,
 - b. be available, as needed, for additional call-up service on an intermittent basis, and
 - c. keep the Agency advised in writing of their current address and telephone number.
- Question 7. What monies will be paid to members of the inactive cadre upon the satisfactory completion of the services required?
Answer: A member will be paid a total fee not to exceed \$1,000.00 upon satisfactory completion of the contract year.
- Question 8. If the contract is terminated prior to its expiration date, will the member be entitled to any part of the \$1000.00 fee?

ADMINISTRATIVE - INTERNAL USE ONLY

5

Answer: If the contract is terminated by a member, he or she will receive no payment. In the event the contract is terminated by the Agency, a member will receive full payment of the \$1000.00 fee only if the Agency, in its discretion, determines that such payment should be made.

Question 9. What other benefits are available to members of the inactive cadre?

Answer: Members will be entitled to reimbursement for the cost of a physical not to exceed a total cost of \$300.00 except when such physical is conducted at Headquarters by the Medical Staff of this Agency. In addition, in the event that a decision is made to hold an annual meeting of the reserve cadre, members will be entitled to one round trip, including per diem in lieu of subsistence, to the Headquarters area.

Question 10. If called up, what tasks will the member be assigned and what compensation will the member receive?

Answer: Individuals who are called up will be assigned tasks in their recognized area of expertise. The specific tasks and compensation will be determined at the time the individuals are called up, though in no case will the combined compensation for their inactive and call-up service plus the amount of their annuity exceed the maximum rate of a GS-15 during the contract year.